



# *Job Opportunity*

## *California State Lands Commission*

*The California State Lands Commission is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.*

June 6, 2007

**OFFICE ASSISTANT (TYPING)**  
**Range A \$2,073 – 2,520 per month**  
**Range B \$2,248 – 2,733 per month**

Under the supervision of the Office Services Supervisor II, this position supports the California State Lands Commission (CSLC) in all administrative areas, including functions supporting the official meetings of the California State Lands Commission.

**DUTIES AND RESPONSIBILITIES:**

- Assists CSLC staff with file maintenance, including preparing files for storage at the State Records Center, completing transfer lists, filing, re-filing, creating new folders for files, and maintaining current file folders;
- Assists the public by supplying basic information, routing calls and public inquiries, interacting professionally with all levels of government, CSLC staff, and the public, both in person and over the telephone;
- Logs, opens, and date stamps mail and parcels. Processes outgoing mail, including interagency, courier, and UPS letters and packages;
- May serve as backup mail messenger;
- Uses standard office equipment, including copiers, computers, and mail machines to assemble Commission Meeting binders, including extensive computer work, proofing, corrections/changes to items, copying documents, and distributing files to staff;
- Assists with reproduction requests made under the California Public Records Act;
- Assists the supply coordinator with ordering and maintaining office equipment (postage meter, fax machines, copy machines, etc.);
- Maintains an inventory of office supplies for the Office Services Unit;
- Assists CSLC staff with other administrative services, as needed.

**DESIRABLE QUALIFICATIONS:**

- Good communication skills and ability to interact professionally with staff and the public;
- Familiarity with personal computers – Microsoft Office Suite;

- Ability to work under tight timeframes and pressure;
- Good attendance and dependability;
- Good organizational skills and self-motivation;
- Good judgement and tact;
- Willingness to accept responsibility.

**POSITION LOCATION:**

100 Howe Avenue, Suite 100-South  
Sacramento, CA 95825-8202

Free parking – Near Light Rail – On bus routes

**HOW TO APPLY:**

Submit resume & standard State application to:  
**California State Lands Commission**  
**Personnel Office**  
**100 Howe Avenue, Suite 100-South**  
**Sacramento, CA 95825-8202**

**Telephone: (916) 574-1910**  
**FAX (916) 574-1915**

**Faxed and e-mailed applications will not be accepted.**

**FINAL FILING DATE: UNTIL FILLED**

**WHO MAY APPLY:**

**State employees** with transfer eligibility, reinstatement eligibility or employment list eligibility. Transfers from surplus agencies or individuals on SROA will be given first consideration.

**Former State employees** with reinstatement eligibility or employment list eligibility.

**Non-State employees** who have already taken an examination for this job classification and have established employment list eligibility.

Applications will be screened and only the most qualified candidates will be scheduled for an interview.